



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

## **INVITATION FOR BIDS**

for

### **AC SYSTEMS FOR LAGOON STREET COMPLEX “BUILDING 2”**

**IFB 007-2023-STX**

Issue date:

**April 11, 2023**

Submittal deadline:

**May 9, 2023**

Contact person:

**Afisha Hillocks**

**Procurement/Contract Officer**

**[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)**

**(340) 772-4432 ext. 3233**

**[www.vihfa.gov/procurement/solicitation](http://www.vihfa.gov/procurement/solicitation)**

 *Unlocking the Door to Affordable Housing*

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

“CONFIDENTIAL BID SUBMISSION”

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## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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IFB 007-2023-STX

### INVITATION FOR BIDS

### AC SYSTEMS FOR LAGOON STREET COMPLEX

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#### **1.0 PROJECT SUMMARY**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed United States Virgin Islands’ (“USVI”) HVAC Mechanical Contractors (“Respondent”) for the installation of a new Air Conditioner (“AC”) Cassette type system to be located at Plot B, Building 2, Lagoon Street (more popularly known as the “old legislature building”) on St. Croix, USVI.

#### **2.0 SCOPE OF WORK**

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies, and services necessary in accordance with the and Scope of Work listed here-in. Provide a bid for work as per these specifications:

- Remove and dispose of the existing air conditioning systems throughout the building to include the chill water system and ductwork in addition to their associated hardware.
- Supply and install a new 50 Ton cassette type air conditioning system to cool and condition both floors of the building.
- This system will consist of sixty-sixty-five (60-65) cassette air handlers.
- Run and connect controls, refrigerant, and condensate lines.
- Supply and install twenty-twenty five (20-25) zone controllers.
- Utilize a crane to remove the old units and place the new condensing units.
- Provide 3-phase electrical disconnect for the condensers for the first and second floor.
- Run and provide electrical supply for sixty-sixty five (60-65) cassette air handlers throughout both floors.
- Evacuate the systems, charge, and start units.
- Provide disposal bins onsite for trash removal.
- Provide secure storage for onsite material use.
- Provide Work plan and schedule.
- Provide three year monthly and servicing maintenance package

#### **2.1 CONTACT INFORMATION**

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

### **3.0 TERM**

The VIHFA will contract for a period of **One hundred twenty (120) calendar days from the Notice to Proceed**. The VIHFA reserves the right to modify and/or terminate the contract if the selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

The VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA. Respondent must submit the request for an extension of the completion date within three (3) calendar days of the event that caused the delay.

### **4.0 TERMINATION**

Either party may terminate the parties’ contract with or without cause with **thirty (30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the Respondent’s services, in whole or in part, for failure of Respondent to perform its obligations under the parties’ contract. In such event, the Respondent shall be liable for damages as authorized by law.

### **5.0 PAYMENT**

The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values (“SOV”).

After the notice to proceed is issued, the contract payment will consist of a mobilization, after which all subsequent payments will be based upon work in place. Further, a 10% retainage will be withheld from each payment following the mobilization payment. The selected Respondent shall allow enough time for the VIHFA to review and process payment requests, which can take an average of four (4) weeks.

### **6.0 LIQUIDATED DAMAGES**

Should the selected Respondent fail to complete the scope of work according to the terms of the contract, the selected Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the selected Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the selected Respondent, to the extent available.

### **7.0 CONFLICT OF INTEREST**

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid (“IFB”); the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

## **8.0 USE OF SUBCONTRACTORS**

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

## **9.0 RESPONDENT’S RESPONSIBILITIES**

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed “Base Bid Sheet” with a price guaranteed for ninety (90) calendar days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed HVAC Mechanical Contractor in the United States Virgin Islands and provide proof of a valid USVI business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all permits issued for the project.
- Obtain, maintain and provide a copy of current General Liability Insurance for One Million (\$1,000,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the Project within One Hundred twenty (120) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or for the Scope of Work.
- Submit timely approval to Construction Manager (“CM”), in writing, for items that needs review and approval.
- Fully guarantee all work under the Contract for a period of 12-months (365 calendar days) from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to the VIHFA, no later than fifteen (15) calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs for each component installed.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed SOV.

## **10.0 VIHFA’S RESPONSIBILITIES**

- Provide the Respondent with an electronic copy of the office space Plans with specifications.

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, expected workmanship quality and VIHFA’s policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices, process pay application packages, and ensure timely delivery of payments to the Respondent.
- Provide access space for storage container
- Provide access to portable water
- Provide access to electrical power
- Provide Construction Manager

## 11.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	April 11, 2023	
Mandatory Pre-Bid Conference	April 18, 2023	10:00 AM
Mandatory Site Tour	April 18, 2023	3:30 PM
Final date to submit written questions	April 20, 2023	12:00 PM
IFB Submittal Deadline	May 9, 2023	2:00 PM
IFB Bid Opening	May 9, 2023	4:30 PM

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

## 12.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: [ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)

Mark subject line for email “IFB 007-2023-STX”

From the issue date of this IFB until a determination is made regarding the selection of a Respondent, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The VIHFA will **not** be responsible for any oral information given by any employees. Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation,

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

clarification or additional information shall be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA’s website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the bid package.

After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA’s Procurement/Contract Officer.

### **13.0 PRE-BID CONFERENCE and SITE TOUR**

The VIHFA will conduct a virtual **mandatory Pre-bid Conference** at **10:00 a.m.** Atlantic Standard Time (“AST”) on **April 18, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/82976504745>, **Meeting ID 829 7650 4745**.

A **mandatory Site Tour** is also scheduled on **April 18, 2023**, at **3:30 p.m.** A VIHFA Construction Manager will meet all prospective Respondents at the project site. An attendance sheet will be provided at the Site Tour. All prospective Respondents must complete the attendance sheet to confirm attendance.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the **mandatory Pre-Bid Conference** and the **mandatory Site Tour**. All prospective Respondents are required to attend the **mandatory Pre-Bid Conference** and the **mandatory Site Tour**.

### **14.0 DELIVERY OF BID PACKAGE**

All responses to this IFB are to be submitted no later than **10:00 a.m. AST** on **May 9, 2023**.

**Bid Packages must be submitted via email: [procurement@vihfa.gov](mailto:procurement@vihfa.gov)**

The email subject line must be clearly marked “**AC SYSTEMS**”.

The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered **LATE** and will **not** be opened or considered.

## **15.0 VIRTUAL BID OPENING**

The VIHFA will conduct a virtual Bid Opening at **4:30 p.m.** AST on **May 9, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/87100232713>, **Meeting ID:** 871 0023 2713.

## **16.0 FORMAT OF BID PACKAGE**

Each Respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that the bid package closely follows the sequence and organizational outline described in this section. To be considered for award, the bid package shall meet the following requirements:

- A. IFB Cover Letter - Complete Enclosure Document A.**
- B. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractor, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the bid package will remain in effect for a period of ninety (90) calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.
- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and **submit the current USVI Business License** as a HVAC Mechanical Contractor in the USVI.
- F. Respondent’s Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA professional references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company’s competency and performance. If you currently have more than three (3) non-VIHFA references, a client listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.



- G. Bid Sheet** – Complete **Enclosure Document F**. All bid pricing must be valid for ninety (90) calendar days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

## **17.0 SELECTION PROCESS**

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all Respondents’ submittals. The Evaluation Committee Panel will consider Respondent’s qualifications including, but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a HVAC Mechanical Contractor.
- Lowest reasonable price, responsive, and responsible bid package.

## **18.0 TERMS AND CONDITIONS**

This IFB is a request for the submission of bids but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the IFB.

Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

## **ENCLOSURES**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>IFB Cover Letter</b>                          |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                   |
| <b>3. Enclosure Document C</b> | <b>Debarment Certification Form</b>              |
| <b>4. Enclosure Document D</b> | <b>Corporate Document Checklist Form</b>         |
| <b>5. Enclosure Document E</b> | <b>Respondent’s Qualification Statement Form</b> |
| <b>6. Enclosure Document F</b> | <b>Bid Sheet</b>                                 |

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***IFB COVER LETTER***

**RESPONDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

**RESPONDENT’S CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SCHEDULE OF ADDENDA**

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this bid package.

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

**RESPONDENT’S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal/bid or cost proposal/bid are true.

\_\_\_\_\_  
Signature of Respondent

SUBSCRIBED AND SWORN TO before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

(SEAL)

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**DEBARMENT CERTIFICATION FORM**

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*Certification Regarding Debarment, Suspension and Ineligibility*

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- (1) The Respondent certifies, by submission of this IFB solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this IFB solicitation.

Name and Title of Authorized Representative:

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Signature

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Date

SUBSCRIBED AND SWORN TO    before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Notary Public

My commission expires: \_\_\_\_\_

(SEAL)

**ENCLOSURE DOCUMENT D**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***CORPORATE DOCUMENT CHECKLIST***

Name of Respondent: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number:     Office \_\_\_\_\_     Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

1. \_\_\_\_ Respondent Formation Documents

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Corporation</b>                                 | <input type="checkbox"/> Copy of Trade Name Certificate (if applicable)<br><input type="checkbox"/> Copy of Articles of Incorporation & By Laws<br><input type="checkbox"/> Copy of Certificate of Resolution<br><input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> <b>LLC</b>   | <input type="checkbox"/> Copy of Trade Name Certificate (if applicable)<br><input type="checkbox"/> Copy of Articles of Organization<br><input type="checkbox"/> Copy of Operating Agreement (if applicable)<br><input type="checkbox"/> Certificate of Good Standing  |
| <input type="checkbox"/> <b>General Partnership</b>                         | <input type="checkbox"/> Copy of Trade Name Certificate (if applicable)<br><input type="checkbox"/> Copy of Partnership Agreement (if applicable)<br><input type="checkbox"/> Certificate of Good Standing   |
| <input type="checkbox"/> <b>L.P, LLP, LLLP</b><br><b>(for LLP and LLLP)</b> | <input type="checkbox"/> Copy of Trade Name Certificate (if applicable)<br><input type="checkbox"/> Certificate of Limited Partnership or Statement of Qualification<br><input type="checkbox"/> Current Certificate of Good Standing                                  |
| <input type="checkbox"/> <b>Sole Proprietorship</b>                         | <input type="checkbox"/> Copy of Trade Name Certificate (if applicable)  |

2. \_\_\_\_ Current USVI business license     Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Type of business license: \_\_\_\_\_

3. \_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_

4. ____ Insurance	<input type="checkbox"/> Certificate of General Liability & Endorsement     Expiration date: ____/____/20____ <input type="checkbox"/> Proof of Automobile Insurance     Expiration date: ____/____/20____ <input type="checkbox"/> Certificate Professional Liability     Expiration date: ____/____/20____
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5. \_\_\_\_ Workers Compensation Insurance     Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***RESPONDENT'S QUALIFICATION STATEMENT***

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership  
Business Location (office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

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Is the firm currently licensed to do business in the USVI? ☐Yes ☐No  
Type of License(s): \_\_\_\_\_  
Number of Years licensed to conduct business in the USVI \_\_\_\_\_  
Will subcontractors be used to perform any portion of the work? ☐Yes ☐No If yes, please list the name(s) of the proposed subcontractor(s): \_\_\_\_\_

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Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? ☐Yes ☐No If yes, explain on another sheet, what means were used to resolve the issue and the Circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? ☐Yes ☐No  
If yes, explain on another sheet, the circumstances and outcome.

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List three non-VIHFA professional references that can be contacted for their input concerning your abilities:

1) Client Name _____	Contact Number _____
2) Client Name _____	Contact Number _____
3) Client Name _____	Contact Number _____

List your current projects under contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

1) Client Name _____	Value _____	Percentage _____
2) Client Name _____	Value _____	Percentage _____
3) Client Name _____	Value _____	Percentage _____

*(If you have more contracts, please list on separate sheet)*

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Proposer shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Invitation for Bids  
IFB 007-2023-STX  
AC Systems for Lagoon Street Complex “Building 2”

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***BASE BID SHEET***

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

- |  |         |
|--|---------|
| 1) Remove and dispose of entire A/C System to include<br>Chiller and Condensers        | \$_____ |
| 2) Install new A/C System with required accessories                                    | \$_____ |
| 3) Crane use for removal of old units on roof and<br>Install of new condensers on roof | \$_____ |
| 4) Electrical connection services of A/C System  | \$_____ |
| 5) Evacuate system and charge  | \$_____ |

**TOTAL BID AMOUNT \$\_\_\_\_\_**

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

\_\_\_\_\_  
**(TYPE OR PRINT) NAME OF COMPANY**

\_\_\_\_\_  
**(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

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Afisha Hillocks  
Procurement/Contract Officer  
[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)  
(340) 772-4432 ext.3233

 *Unlocking the Door to Affordable Housing*